Computer Basics Handouts:

Computer Basics

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HANDOUT 1A: LESSON GOALS

During this lesson, you will:

_____ **1** Learn basic computer terms

_____ **2** Learn about folders, menus and windows

_____ **3** Practice using the mouse

Module 1 - Handouts: *Computer Basics*   H-2
Course adapted from National Institute on Aging (2007)
Helping Older Adults Search for Health Information Online. Retrieved from www.nia.nih.gov

HANDOUT 1B: COMPUTER TERMS

Part I – Computer Terms

3. Monitor

6. Speakers

1. Computer

4. Mouse

5. Mouse Pad

2. Keyboard

1. Computer or CPU (central processing unit)

The main part, or "brains" of a computer. The CPU interprets and carries out program instructions.

2. Keyboard

The keys that operate the computer, very much like a typewriter, with extra keys for special functions.

3. Monitor

The part of a computer system that contains the computer screen, where information is displayed.

HANDOUT 1B: COMPUTER TERMS

Part I – Computer Terms

4. Mouse

A small hand-held device that controls the position of the cursor on the computer screen. Movements of the mouse correspond to movements of the cursor. (See Cursor in Part II)

5. Mouse Pad

The pad on which you move the mouse.

6. Speakers

Devices that allow you to hear sound from the computer.

7. Hardware

The physical parts of a computer system.

8. Software

The instructions that tell the computer and computer networks what to do. Software is installed inside the computer.

HANDOUT 1B: COMPUTER TERMS

Part II – More Computer Terms

9. Desktop

The information that appears on the computer soon after the computer is turned on. The desktop contains a number of icons, or images, that you can click on to start programs.

10. Icon

Desktop Screen

A small picture or image representing a command (such as print), a file, or a program. When you click or double-click on an icon, you start a command, open a file, or launch a program.
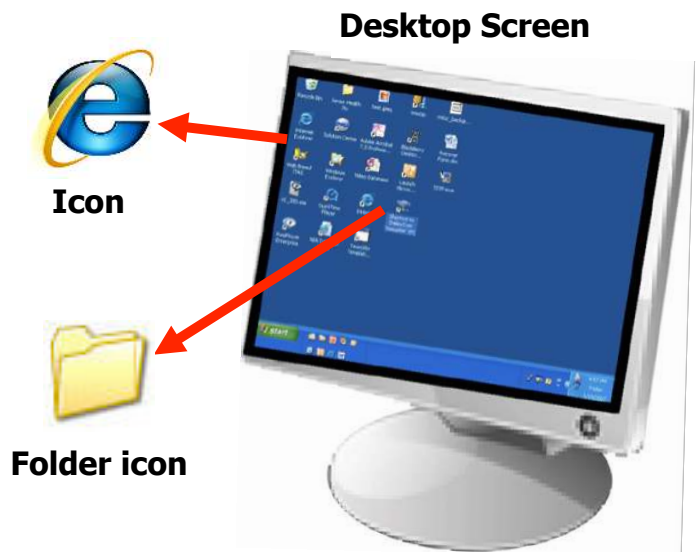
Icon

Folder icon

11. Folder(s)

Similar to storing files in a physical file cabinet, you store computer files, such as documents or pictures, in a folder. To open a folder you double-click on the folder icon with the left mouse button. When you open a folder its contents will appear in a **window** (see term #16).

HANDOUT 1B: COMPUTER TERMS

Part II – More Computer Terms

12. Cursor

A small image on the screen indicating where you are pointing; the mouse controls the movements of the cursor. The cursor can appear in different forms, including:

	Arrow	Indicates where your mouse is positioned on the screen
	I-beam (often blinking)	Marks a place on the screen where you can enter or select text.
	Moving circle or hourglass	Indicates that the computer is doing a task. You must wait until it disappears before proceeding.
	Pointing hand	Indicates that you are hovering over a link, which when clicked opens a website window.

HANDOUT 1B: COMPUTER TERMS

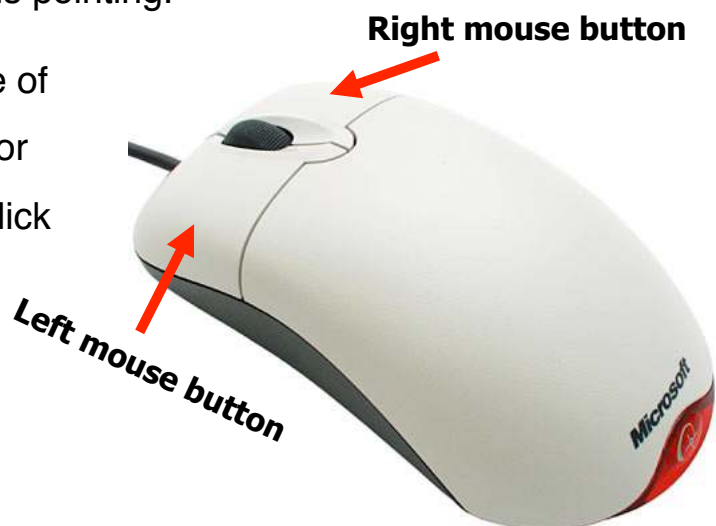## Part II – More Computer Terms

13. Browser

Software, such as Mozilla Firefox, Internet Explorer, Google Chrome or Safari are used to access the **web** (web defined in Lesson 2).
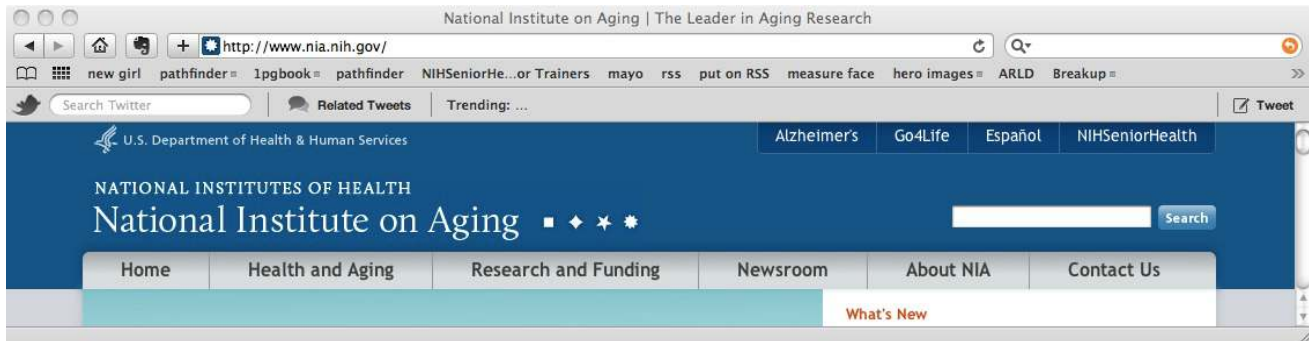
14. Clicking

Pressing and releasing a button on a mouse to select or activate the area on the screen where the cursor is pointing.

Usually, you click on the left side of the mouse (called a left click). For more advanced functions, you click on the right side of the mouse called a right click).
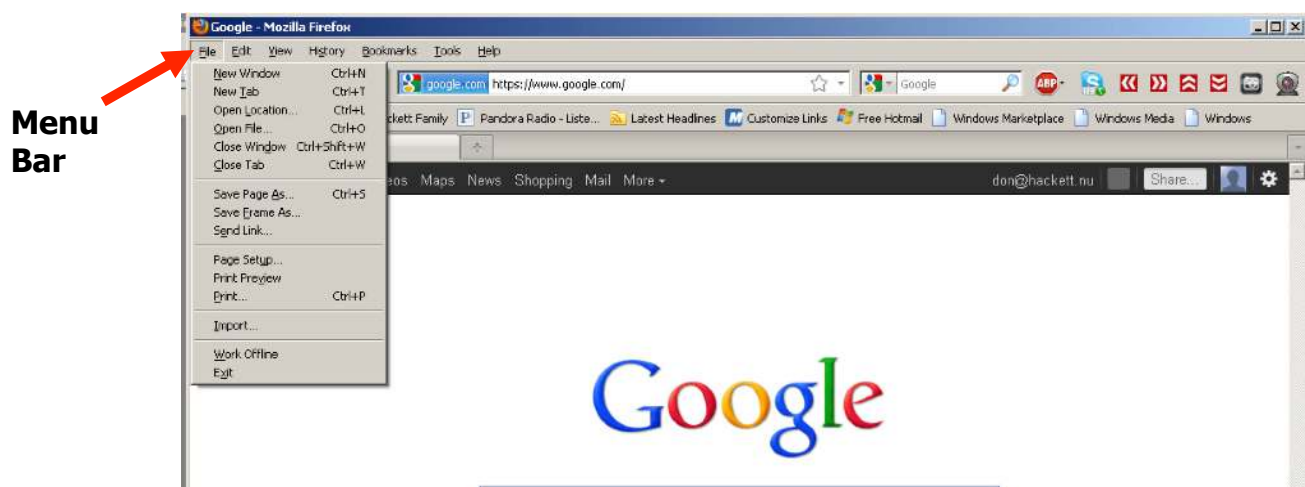

Right mouse button

Left mouse button

HANDOUT 1B: COMPUTER TERMS

Part III – More Computer Terms

15. Menu

The menu bar contains commands that you select to make choices in a program.

16. Window(s)

A framed area of a computer screen that appears in front of the desktop. Sometimes the appearance of a window means that you have entered another website or it may mean you are still on the same website. You can have multiple windows open at a time. The active window moves to the front of the others. Click on the minimize button to hide a window, often indicated by an underscore (_) or minus sign (-) in a top corner. The window disappears, but you can bring the window back by clicking on its button in the task bar (see diagram).